

CARMEL/CLAY ADVISORY BOARD of ZONING APPEALS

2007 FILING & NOTICE DEADLINES, DISTRIBUTION DATES*

BOARD of ZONING APPEALS MEETING DATES* <i>4th Monday</i>	FILING DEADLINE:*** (45 days prior) <i>Friday</i>	PUBLIC NOTICE DEADLINE: (25 days prior) <i>Thursday</i>	TECHNICAL ADVISORY COMMITTEE MEETING** <i>3rd Wednesday</i>	INFORMATION DEADLINE (due by noon): BZA Agenda Set (10 days prior) <i>Friday</i>	DEPARTMENT REPORT RELEASED (5 days prior) <i>Wednesday</i>
January 22, 2007	December 8, 2006	December 28, 2006	December 20, 2006	January 12, 2007	January 17, 2007
February 26	January 12	February 1	January 17	February 16	February 21
March 26	February 9	March 1	February 21	March 16	March 21
April 23	March 9	March 29	March 21	April 13	April 18
May 21	April 6	April 26	April 18	May 11	May 16
June 25	May 11	May 31	May 16	June 15	June 20
July 23	June 8	June 28	June 20	July 13	July 18
August 27	July 13	August 2	July 18	August 17	August 22
September 24	August 10	August 30	August 15	September 14	September 19
October 22	September 7	September 27	September 19	October 12	October 17
November 26	October 12	November 1	October 17	November 16	November 21
December 17	November 2	November 22	November 14	December 7	December 12
January 28, 2008	December 14, 2007	January 3, 2008	December 19, 2007	January 18, 2008	January 23, 2008

* All scheduled dates are subject to change or cancellation, due to holiday

**Technical Advisory Committee (TAC) meets the 3rd Wednesday of the month beginning at 9:00 a.m. in the DOCS Conference Room.

The distribution deadline for plans to the Technical Advisory Committee is 15 days prior to the TAC meeting date. Per Article IV, Section 3, of the Board's Rules of Procedure, any petition that involves a question of Land Use is required to go before TAC prior to being heard by the Board; be sure to time your filing accordingly to ensure the earliest possible hearing date.

***Prior to filing an application, petitioner **MUST** schedule a pre-submittal meeting with a representative of the Division of Planning & Zoning. To set an appointment, call the Department at 317/571-2417.

Board of Zoning Appeals Hearing Officer meets just prior to the full BZA meeting.

Carmel Common Council meets the 1st and 3rd Monday of each month at 6:00 p.m.

Board of Public Works meets the 1st and 3rd Wednesday of each month at 10:00 a.m.

For additional information contact the Department of Community Services at 317/571-2417.

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PUBLIC NOTICE REQUIREMENTS

The Board requires the Petitioner to notify by Certified Letter all persons deemed by State Statute and the Board to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall be published or sent not less than ***twenty-five (25) days*** prior to the Public Hearing date (including the date of the hearing). The parties designated in the Rules of Procedure will be the persons designated by the Board as the party responsible for causing the notice to be published. For the purposes of consideration, a newspaper or general circulation in the county in accordance with the Indiana Code is the Indianapolis Star (317/444-7163); E-mail Carol Mitchell at publicnotices@indystar.com.

The following information shall be included in both the published legal notice and the notice of interested parties:

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate
- (c) General location by address or other identifiable geographic characteristic of the property
- (d) Name of the person, agency or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time and place of the Public Hearing
- (g) Statement that the petition may be examined at the Office of the BZA (Carmel Department of Community Services)
- (h) Statement that any person may offer verbal comments at the Public Hearing or may file written comments prior to or at the hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

All meetings (unless otherwise noted) are conducted at:

Council Chambers
Carmel City Hall, 2nd Floor
One Civic Square
Carmel, IN 46032

Files may be examined at:

Department of Community Services
Division of Planning & Zoning
Carmel City Hall, 3rd Floor
Carmel, IN 46032

Written comments may be sent to:

Carmel/Clay Board of Zoning Appeals
c/o Connie Tingley, Secretary
Carmel City Hall
One Civic Square
Carmel, IN 46032
(317/571-2417)

